



JOB DESCRIPTION

TITLE:	Municipal Court Clerk	LAST UPDATED:	May 2016
DEPARTMENT:	Finance	JOB CLASS:	
REPORTS TO:	Director of Finance	FLSA STATUS:	Non-Exempt

Summary: Under general supervision of the Director of Finance, the Municipal Court Clerk will perform basic clerical work in support of the operations of the Municipal Court. The Court Clerk will process legal documents, manage court records, provide information and customer service to the public, and work with all personnel who are involved in a municipal court setting including: judges, prosecutors, defense attorneys, defendants, witnesses and police officers.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) duties may include the following, but are not limited to:

Essential Job Functions:

- Provides customer service at Court Clerk's window and by telephone to provide information about the procedures and requirements of the disposition of cases filed in municipal court; payment of fees, court settings, time payments, deferred disposition, driving safety courses, and other public inquiries.
- Performs clerical duties such as answering phones, filing and data entry.
- Processes mail requests for driving safety classes, deferred disposition, payment of court fees, attorney requests, court date requests, appeals, bonds, and delinquent citations.
- Print complaints, warrants, subpoenas, and summons.
- Collects court fees and bond monies, and counts and reconciles all monies for cashier window, posts money received on citations, and prepares end-of-day cash report with timely delivery to the Finance Department.
- Perform data entry for various court records such as: citations, payments, dispositions, case status updates, applying and forfeiting cash bonds, apply credit for time served.
- Create and maintain case files and court records and prepare them for court as necessary.
- Processes judicial decision and case dispositions.
- Provide correspondence to defendants regarding past due notifications, other status updates and any requests or inquiries related to municipal courts.
- Prepare court room for court sessions.
- Maintains absolute confidentiality of all records and information.
- Assist Judge and Prosecutor with court proceedings as assigned.
- Assist with administration of the Municipal Court in accordance with the laws of the State of Texas and City Ordinances, with prudence and integrity in an impartial manner.
- Regular and punctual attendance is required for this position.

Other Important Duties:

- Complies with all City Policies and Procedures and performs any other related duties.
- Travels to attend meetings, conferences and training.
- Other duties as assigned

Required Knowledge and Skills:

- Thorough knowledge of official courtroom procedures
- Thorough knowledge of report and record maintenance techniques and principles

- Ability to file alphanumerically
- Knowledge and skills in customer service, cashiering and general office practicing
- Ability to effectively communicate both orally and written.
- Ability to multitask and adapt to various work situations
- Ability to self-direct and motivate in work tasks and functions
- Ability to exercise judgement and make decisions in accordance to the policy and procedure manual.
- Ability to establish and maintain working relationships with all staff members.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D, supplemented by minimum two (2) years of general office, clerical, or customer service experience.
- Court Clerk Certification Level I preferred or ability to obtain within one year of employment.
- Incode experience preferred.
- Previous cash handling, posting and reconciliation experience preferred.
- Bilingual in English and Spanish preferred.
- Must pass a pre-employment drug screening, background and motor vehicle record check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a Municipal Court environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to some physical effort such as bending, reaching, kneeling, lifting and carrying when retrieving court files and records or counting and depositing monies. Occasionally lifting up to 25-50 lbs.
- May be exposed to hostile or angry citizens and defendants.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, telephone, and court information systems.